

Job Opportunity

April 27, 2007

With CDA
it's not just
another job
it's a career!

**DUTY STATEMENT
CLICK HERE!**

Please refer to
CDA8 #0607-766-004
on your application.

**Applications will be
accepted until FILLED.**

**All applications will be
screened and only the
most qualified will be
interviewed**

E-mail your application
and resume to:
careers@aging.ca.gov
or
for more information go
online to:
**[http://www.aging.ca.gov/
html/jobs/
career_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**
or
mail your information to the
address below:

**CALIFORNIA DEPARTMENT
OF AGING
HUMAN RESOURCES**

1300 National Drive,
Ste 200
Sacramento, CA 95834

TDD 1-800-735-2929
(916) 419-7525
(916) 928-2269



**APPLY NOW
CLICK HERE!**

Aging Programs Analyst I

Permanent Full-Time Position

Salary: (Rg.A) \$2,648.00 - \$3,260.00

(Rg.B) \$2,866.00 - \$3,561.00

(Rg.C) \$3,437.00 - \$4,284.00

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

The California Department of Aging's Mission is to provide leadership to the Area Agencies on Aging (AAA) in developing systems of home and community-based services that maintain individuals in their own homes or least restrictive homelike environments. The AAA-Based Monitoring Protocol Team is responsible for assuring that the 33 Area Agencies on Aging, and their local service providers, accomplish all provisions set forth in the Older Americans Act and the Older Californians Act.

PROGRAM: Under direct supervision of the Policy Manager/Team Coach (SSM II) and the lead APA II, this position is part of a 5-member, high-performance team that manages multiple priorities and assumes the leadership role in scheduling, arranging, and conducting annual onsite monitoring visits to 9 of the 33 AAAs-community planning agencies located throughout the State under contract with the Department.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Interview and consult with AAA staff and conduct onsite monitoring of AAAs and service providers to ensure compliance with Federal and State requirements to determine the adequacy and quality of service provided; track AAA response.
- Analyze AAA documentation, cite deficiencies, and recommend solutions.
- Present orally in a group setting politically sensitive information discovered during the onsite monitoring visit.
- Serve as the central point of contact for all inquiries and documents submitted by AAAs associated with the CDA monitoring visit.
- Develop monitoring protocols and maintain and update two Access databases that capture monitoring findings and technical assistance.
- Provide technical consultation and assistance on monitoring-related protocols to internal and external stakeholders.
- Develop training curriculum and technical materials and present at workshops and conferences.
- Responsible for the logistics planning associated with the onsite monitoring visits to include arrangements with hotel staff for an acceptable State rate for lodging, meeting space, and meals for the onsite monitoring team.
- Possess computer skills that include Word, Excel, Access, and Outlook.

WHO MAY APPLY:

Applicants currently at the Aging Program Analyst I or Staff Services Analyst level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies.

Location: Sacramento—Natomas Area. FREE PARKING!

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

